



U.S. DEPARTMENT OF HOMELAND SECURITY

**FISCAL YEAR 2014**

**SUPPLEMENTAL RESOURCE: ND GRANTS  
GRANTEE REGISTRATION INSTRUCTIONS**



U.S. DEPARTMENT OF HOMELAND SECURITY

# Non Disaster (ND) Grants System Grantee Registration Instructions

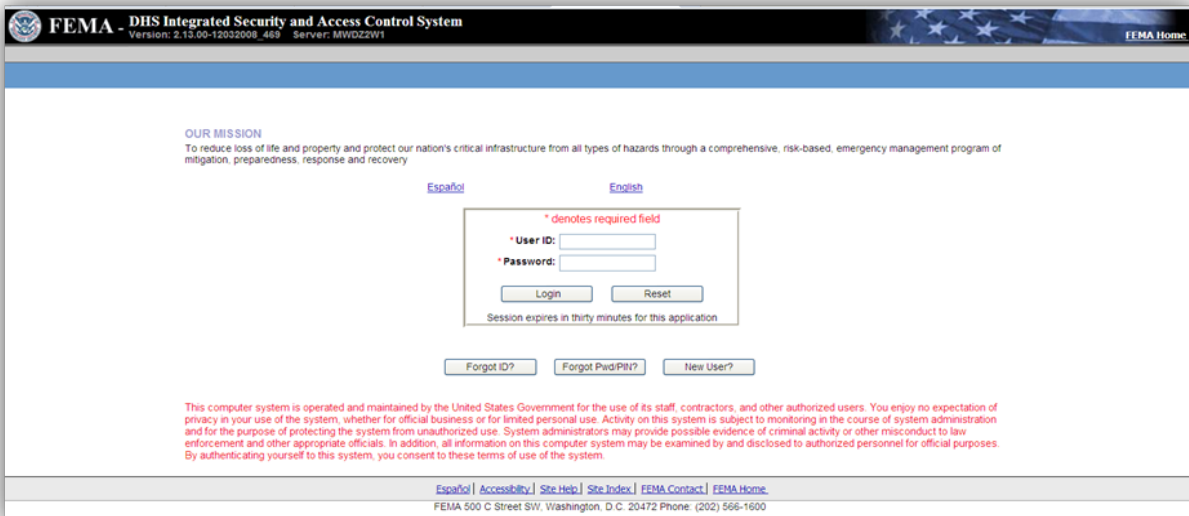
To get access to the ND Grants system you must first register with FEMA. The registration process can be initiated through the FEMA Portal. After the registration process is complete with FEMA, you will have a User ID and password that can be used to log into ND Grants



**NOTE:** If you already have a FEMA Portal account, you may skip to step 7.

- 1 Go to <https://portal.fema.gov>

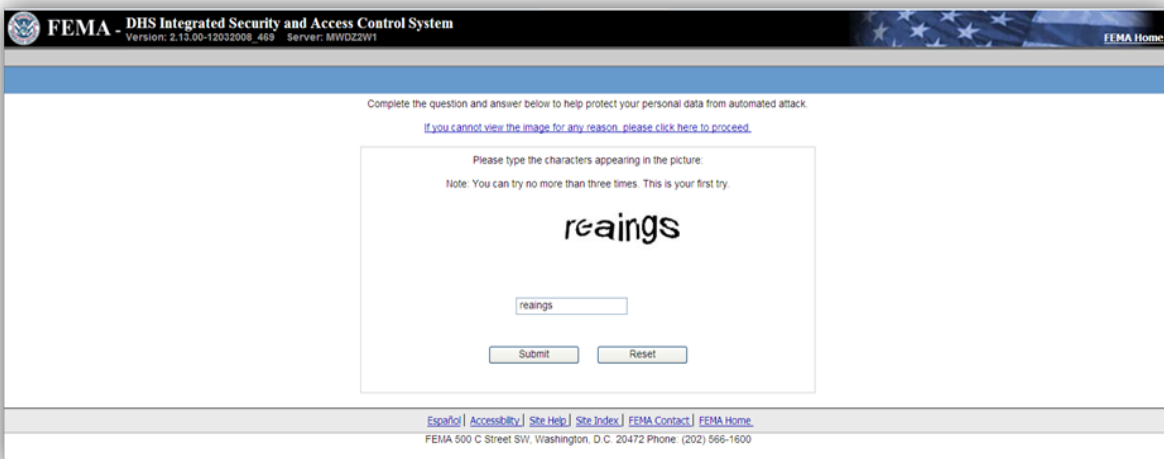
► The **FEMA Login page** will be displayed



The screenshot shows the FEMA DHS Integrated Security and Access Control System login page. At the top, it says 'FEMA - DHS Integrated Security and Access Control System' with version and server information. Below this is a blue header with 'FEMA Home' on the right. The main content area has a mission statement, language options (Español, English), and a login form. The login form has fields for '\*User ID:' and '\*Password:', both marked as required. Below these are 'Login' and 'Reset' buttons. A note states 'Session expires in thirty minutes for this application'. At the bottom of the login area are links for 'Forgot ID?', 'Forgot Pwd/PIR?', and 'New User?'. A disclaimer at the bottom states that the system is operated by the United States Government and that users consent to terms of use.

- 2 Click the "New User?" button at the bottom of the login screen

► An **Image Verification page** *may be* displayed



The screenshot shows the Image Verification page. It has the same header as the login page. The main content area asks the user to 'Complete the question and answer below to help protect your personal data from automated attack.' It provides a link for users who cannot view the image. The question is 'Please type the characters appearing in the picture:' with a note that the user can try no more than three times. The image shows the word 'reaings' in a stylized font. Below the image is a text input field containing 'reaings' and 'Submit' and 'Reset' buttons. The footer contains the same disclaimer as the login page.

- 3 Enter the characters appearing above the entry box, and click the *Submit* button  
 ► A **Personal Information** page will be displayed

\* denotes required field

**PERSONAL INFORMATION**

Title \*

First Name \*

Last Name \*

**LOGIN INFORMATION**

You will need to save your user ID and password, it will be required each time you logon to the system.  
 Please note that user ID is converted to all lowercase characters.

User ID \*  minimum length is 7, maximum length is 14, cannot contain ", space character, ', #

**ADDRESS**

Street \*

City \*

State \*

Zip Code \*  format is 01234, 01234-5678

**ADDITIONAL ADDRESS**

Street

City

State Abbreviation

Zip Code  format is 01234, 01234-5678

**CONTACT(S)**

Click the "Search" button to obtain a list of Organizations. Please do not enter duplicate names.

Organization  [SEARCH](#)

Contact/Business Phone \* (  ) - (  ) - (  ) Business phone extension

- 4 Enter the information requested
- 5 After you finish entering the details on the **Personal Information** screen, click the *Submit* button  
 ► The **Create Password** page will be displayed

**FEMA - DHS Integrated Security and Access Control System**  
 Version: 3.00.00 Server: DTD23W1

**CREATE PASSWORD**

Password:  Password strength **Better**

minimum length is 8, maximum length is 14, cannot contain ", space character, ', #

Confirm Password:

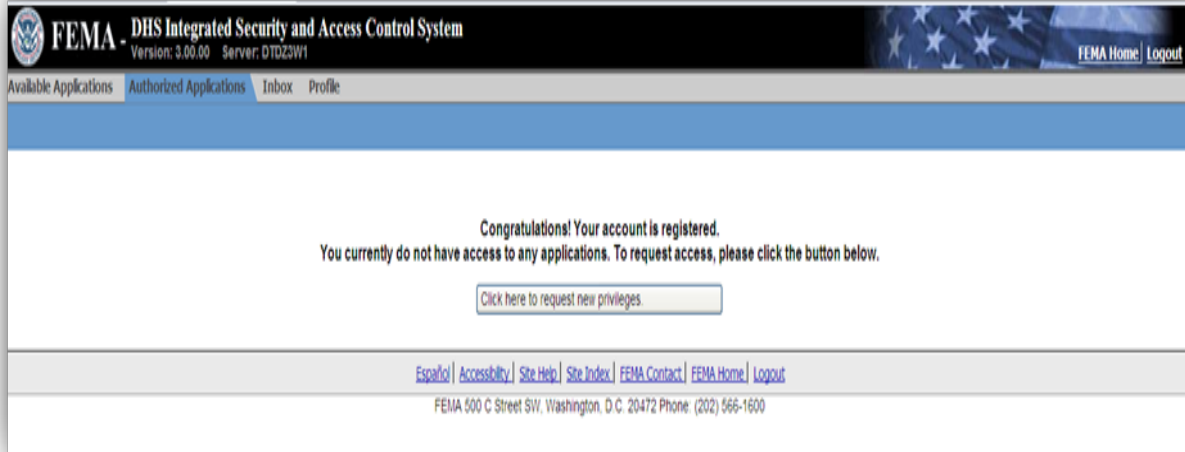
User ID:  minimum length is 7, maximum length is 14, cannot contain ", space character, ', #

You will need to save your user ID and password, it will be required each time you logon to the system.  
 Please note that user ID is converted to all lowercase characters.

[Español](#) | [Accessibility](#) | [Site Help](#) | [Site Index](#) | [FEMA Contact](#) | [FEMA Home](#)

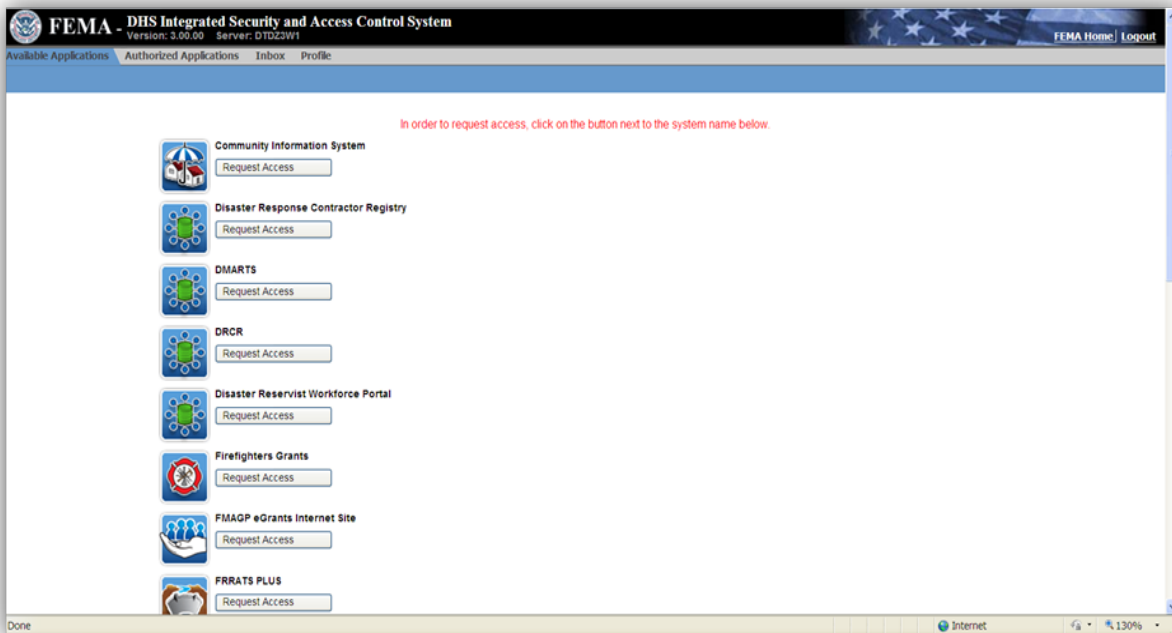
FEMA 500 C Street S.W. Washington, D.C. 20472 Phone: (202) 566-1600

- 6 Enter your password and confirm your password, then click the *Submit* button. The password must be 7-14 characters long and cannot contain any special characters.
  - A **Congratulations** page will be displayed

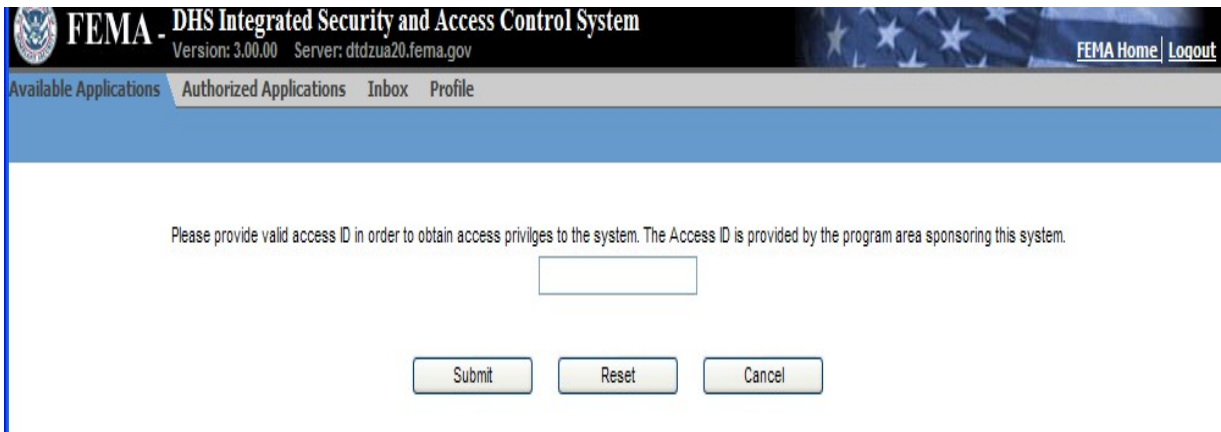


- 7 Click on the *Click here to request new privileges* button.
  - If you already had a FEMA Portal account, you will see the *Click here to request new privileges* link after you log in.

► A **Request Access** page will be displayed



- 8 Scroll down to the **ND Grants** icon and click the *Request Access* button next to the icon.  
 ► An **Access ID page** will be displayed.



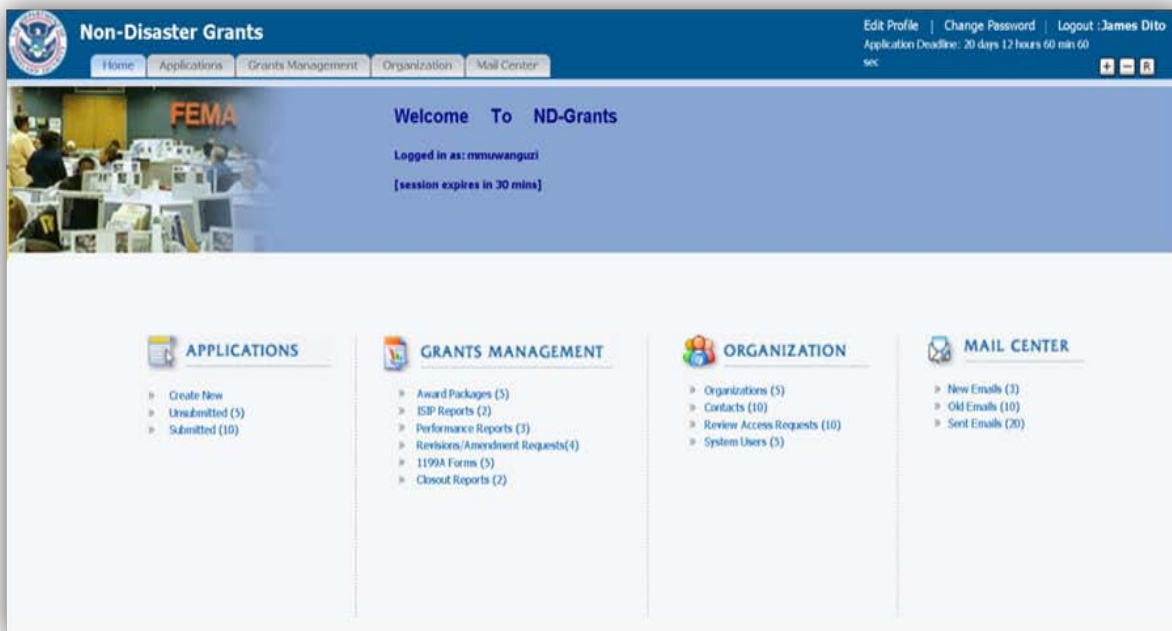
**FEMA - DHS Integrated Security and Access Control System**  
 Version: 3.00.00 Server: dtdzua20.fema.gov [FEMA Home](#) [Logout](#)

Available Applications Authorized Applications Inbox Profile

Please provide valid access ID in order to obtain access privileges to the system. The Access ID is provided by the program area sponsoring this system.

Submit Reset Cancel

- 9 Enter the access code **8320** and click the *Submit* button  
 ► The **Grantee Home Page** will be displayed indicating that you successfully logged into ND Grants



**Non-Disaster Grants** Edit Profile | Change Password | Logout : James Dito  
 Application Deadline: 20 days 12 hours 50 min 50 sec

Home Applications Grants Management Organization Mail Center

**Welcome To ND-Grants**  
 Logged in as: mmuwanguzi  
 [session expires in 30 mins]

APPLICATIONS	GRANTS MANAGEMENT	ORGANIZATION	MAIL CENTER
<ul style="list-style-type: none"> <li>» Create New</li> <li>» Unsubmitted (5)</li> <li>» Submitted (10)</li> </ul>	<ul style="list-style-type: none"> <li>» Award Packages (5)</li> <li>» ESP Reports (2)</li> <li>» Performance Reports (1)</li> <li>» Revisions/Amendment Requests(1)</li> <li>» 1199A Forms (3)</li> <li>» Closures Reports (2)</li> </ul>	<ul style="list-style-type: none"> <li>» Organizations (5)</li> <li>» Contacts (10)</li> <li>» Review Access Requests (10)</li> <li>» System Users (5)</li> </ul>	<ul style="list-style-type: none"> <li>» New Emails (1)</li> <li>» Old Emails (10)</li> <li>» Sent Emails (20)</li> </ul>